

## **How do I request a Card?**

If your Agency/Department is already participating in the Purchasing Card Program, your Department Manager should contact your Agency Administrator. That individual along with your Department Manager is responsible for designating Cardholders, and will assist in requesting cards and assigning each Cardholder's spending limits. A list of participating departments, and their administrators, can be found at <http://www.bgs.vermont.gov/purchasing/pcardusers>

If your Agency/Department is not currently participating in the Program, please contact your Business Manager or the State's Administrator at 802-828-5784 for assistance.

Employees who receive cards must meet with eligibility requirements as outlined in the Cardholder User Guide.